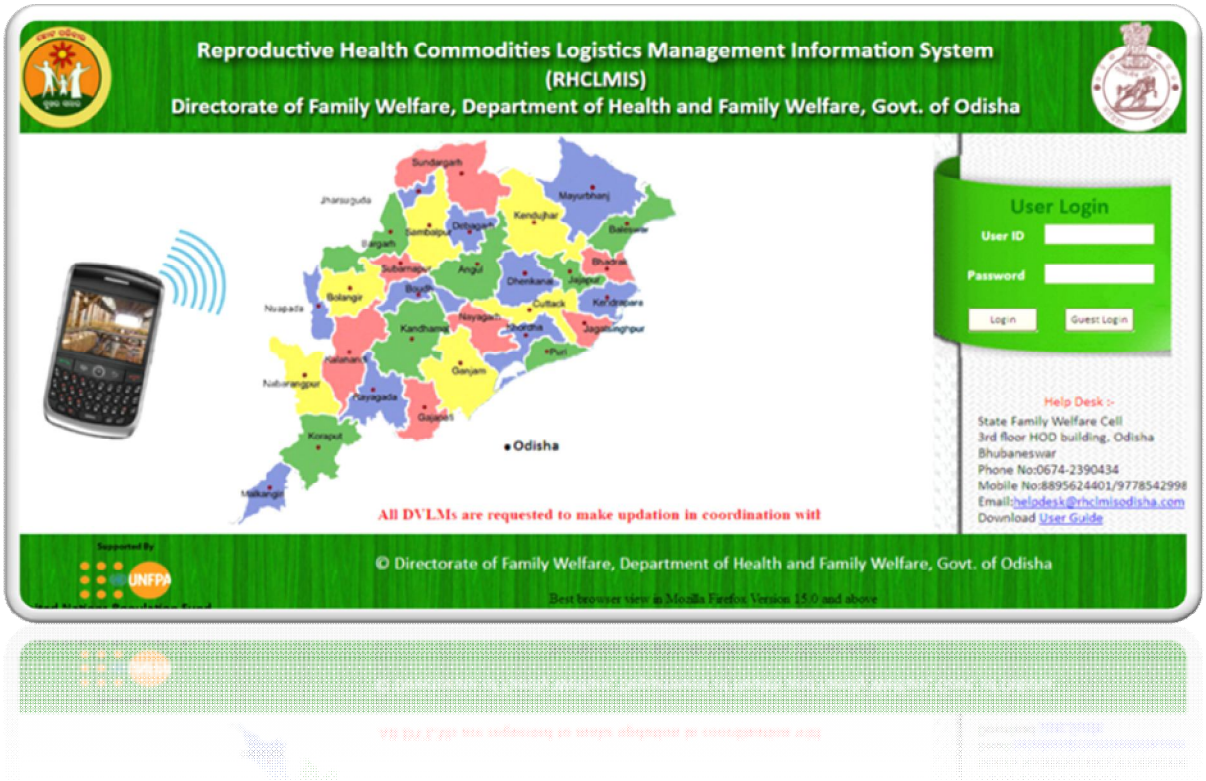
Reproductive Health Commodities Logistics Management Information System (RHCLMIS)

USER MANUAL (WEB)


Reproductive Health Commodities Logistics Management Information System
(RHCLMIS)
Directorate of Family Welfare, Department of Health and Family Welfare, Govt. of Odisha
Odisha
User Login
User ID
Password
Login
Guest Login
Help Desk :-
State Family Welfare Cell
3rd floor HOD building, Odisha
Bhubaneswar
Phone No:0674-2390434
Email:helpdesk@rhclmisodisha.com
Download User Guide
All DVLMs are requested to make updation in coordination with
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Directorate of Family Welfare
Deptt. of Health & Family Welfare
Govt. of Odisha

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Reproductive Health Commodities Logistics Management Information System (RHCLMIS)

1 Introduction:

A robust logistics system is crucial for uninterrupted supply of contraceptives for delaying pregnancy and ensuring healthy spacing between children. The system should ensure the right goods, in the right quantities, in the right condition, delivered at the right place and at the right time for consumer satisfaction and continued use.

As per the needs of reproductive health program with specific reference to contraceptive supplies, an LMIS has been developed with an intention to track the supply chain accurately and on real time basis upto the sub center level.

This will facilitate in controlling supply chain operations reduces supply imbalances of contraceptives and ensure availability to the end users.

2 Objectives:

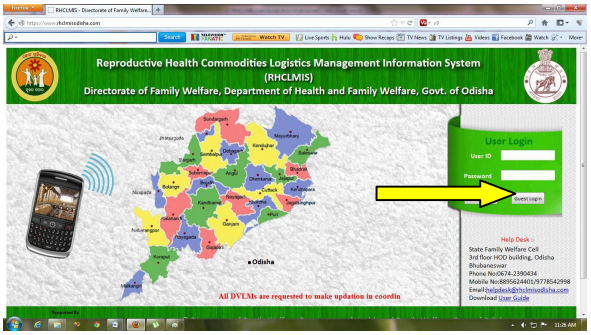
- ☞ To track the entire pipeline from a single point
- ☞ To forecast contraceptive requirements
- ☞ To manage supply of contraceptives efficiently
- ☞ To minimize stock outs

3 Advantages:

- ✓ Instant information on stock at all levels
- ✓ Forecasting of contraceptives based on Population / Expected Level of Achievement
- ✓ Generates graphical report of current stock, minimum stock level, receipt and transfers for action by program managers
- ✓ Tracking availability of a particular contraceptive with batch number and expiry date
- ✓ Tracking of outgoing and incoming SMS from users
- ✓ Information on frequency of indenting, indented quantity, quantity supplied and receipt
- ✓ Alert on short expiry for freeze or issue

4 Functionality:

The software can be accessed by typing the www.rhclmisodisha.com at the address bar of the internet browser. This software is compatible with Mozilla Firefox internet browser.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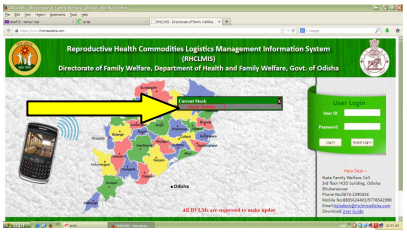
Directorate of Family Welfare, Department of Health and Family Welfare, Govt. of Odisha
User Login
Odisha

The software is password protected, only an authorized user can access to make transactions or to generate reports. The guest or public can access the stock summary of State or districts by clicking on the map shown on the home page.

Remember! To control unauthorized access, a message will be sent automatically to the authorized person for each time log on.

4.1 Quick access to Stock Summary:

On home page of the RHCLMIS, an Odisha map with 30 districts including State will be shown. To see the stock summary of any district or state: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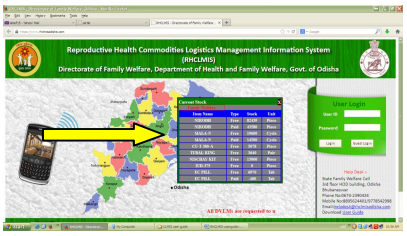
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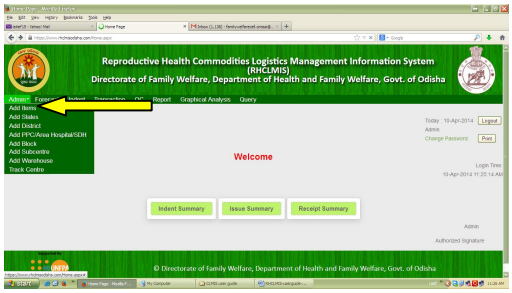
- ☞ Click on any district or State, it will show Family Welfare
- ☞ Keep mouse cursor on the Family Welfare, it will show you the stock summary of that particular district or state.

4.2 Admin Domain:

The state user admin can add/modify or delete the item, supplier/warehouse including the institution and mobile numbers of the districts.

In the user admin, the user (level wise) can add/modify or delete the institution and mobile numbers of his/ her own and can add one step below level only. Such as, a district user can add/modify or delete his/her own district name or mobile numbers as well as the block level institutions.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Welcome

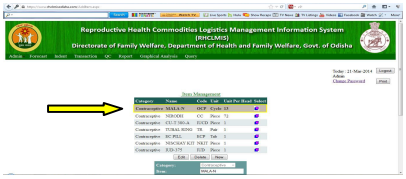
To perform the functions, type **Admin ID** and **Password** and click login. After login to the Admin page,

- ☞ click on Admin on menu.

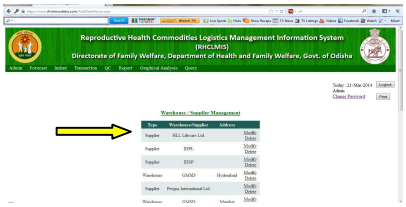
4.2.1 State Admin:

State admin can access all functions as follows:

- for add/modify or delete State, click on Manage State
- for add/modify or delete District, click on Manage District
- for add/modify or delete Block, click on Manage Block
- for add/modify or delete SDH or PPC, click on Manage SDH/PPC
- for add/modify or delete Sub Center, click on Manage Sub Center



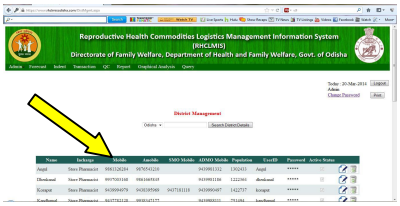
- for add/modify or delete Item, click on Manage Item



- for add/modify or delete Supplier or Warehouse, click on Manage Supplier or Warehouse

4.2.2 District Admin:

District admin can access following functions,



- for add/modify or delete Block, click on Manage Block
- for add/modify or delete SDH or PPC or Area Hospital, click on Manage SDH/PPC/Area Hospital

4.2.3 Block Admin:

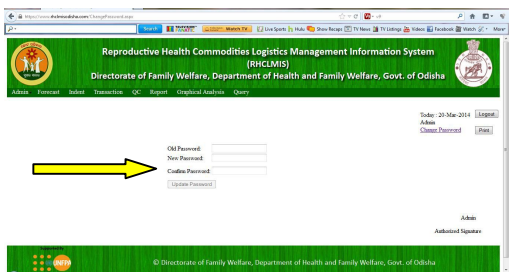
Block admin can access following functions,

- for add/modify or delete Sub Center, click on Manage Sub Center

Remember! During Admin login, admin menu only will be activated and rest menu options will be inactive. You can access to other menu option, only after logout from Admin and login as user.

4.3 Change Password:

Password can be changed after login either as Admin or User. To change password:



- Click on Change Password. Separate window will open
- Enter old password in textbox
- Enter new password in textbox

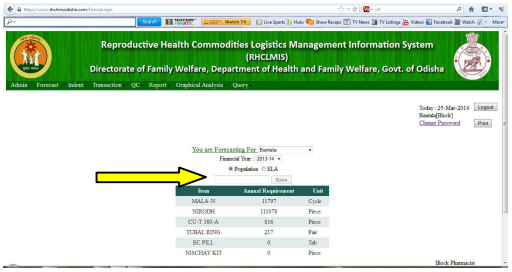
- ☞ Enter confirm password in textbox (note: confirm password is always same as new password)
- ☞ Then click on update password (a message “Password changed successfully” will go to the concerned person)

4.4 User Domain:

4.4.1 Forecast:

Forecast can be calculated either through population or through Expected Level of Achievement (ELA).

To forecast your annual requirement through population,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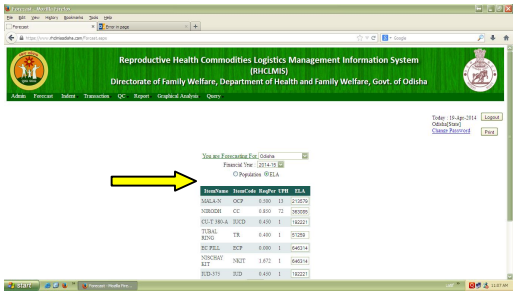
- ☞ Click on forecast in menu
- ☞ Enter your population in the text box
- ☞ Click on save

It will show your annual requirement against each item along with unit. You can also know your users for different contraceptives by clicking on the ELA.

To forecast your annual requirement through ELA,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- ☞ Click on forecast in menu
- ☞ Click on ELA
- ☞ Enter nos. of user for each contraceptives in the text box
- ☞ Click on save

It will show your annual requirement against each item along with unit.

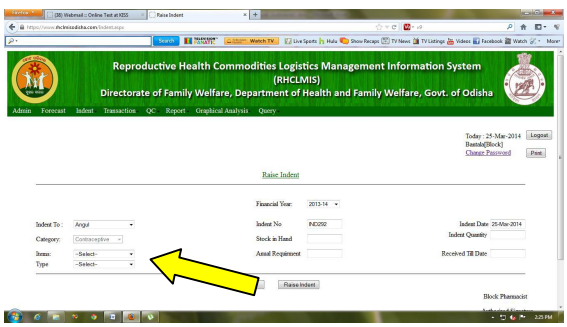
Remember! Only after forecast, you will be able to raise indent or to receive items if transferred by your upper level.

4.4.2 Indent:

4.4.2.1 Raise Indent:

To place indent, click on raise indent under Indent menu.

Auto generated indent no. will show along with date and the name of the district or state.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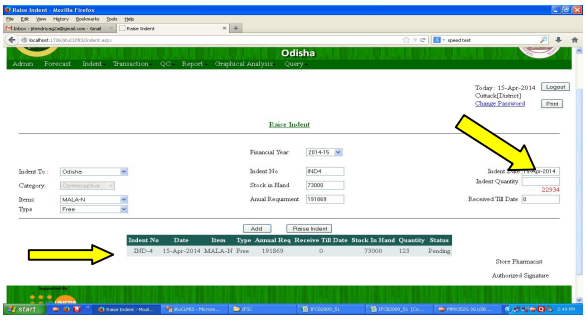
Raise Indent

- ☞ select the item from the drop down box, then
- ☞ select type (free or paid) from the drop down box.

It will show the annual requirement, stock in hand, received till date of the selected item and also show you the maximum quantity you have indent.



- ☞ Enter the quantity you want to indent maximum upto the quantity shown. If you enter more than that quantity, a message will show “please enter quantity less than the amount”.
- ☞ click add.

  It will show you a table below showing details of indent added by you.

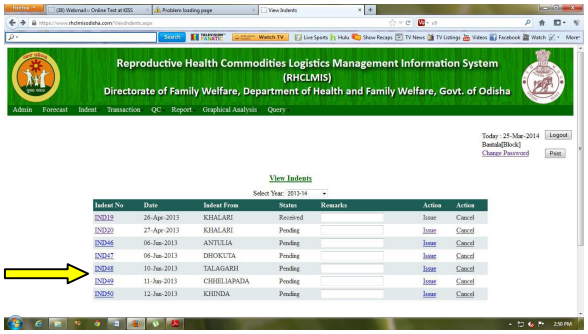
Repeat the same process for other items till you enter the entire items you want to indent. Then click raise. A message will show “Indent Raised Successfully”.

Mobile message: A message with details of indent will go the concerned person’s mobile, to whom indent has been sent.

4.4.2.2 View Indent:

To view the indent received by you from your below level and to transfer the supplies,

- ☞ click on view indent under Indent menu.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View Indents

It will show you the indent no., date, name of the institution raised indent, remarks, status in a tabular format.

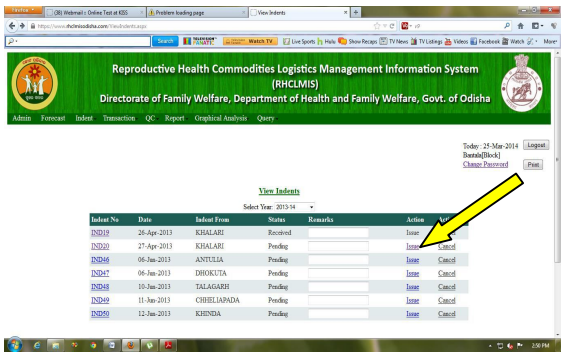
To view details of indent item and quantity etc.

- ☞ click on the indent no.

4.4.2.3 Transfer of Supply against Indent:

To transfer the supplies against indent:

- ☞ click on view indent under Indent menu
- ☞ click on issue, transfer page will open in a separate window.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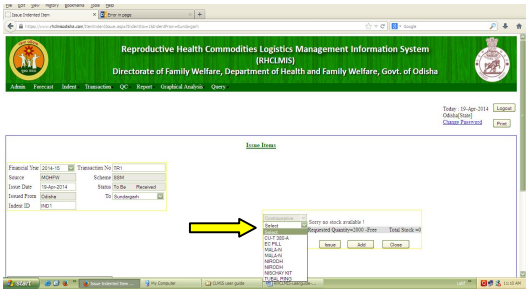
View Indents

Auto generated transaction no. will show along with date and the name of the institution to whom you selected for transfer.

- Select the item from the drop down box,
- select type (free or paid) from the drop down box. (It will only show you the indented item and type only, no other item or type will be shown other than the indented item and type.)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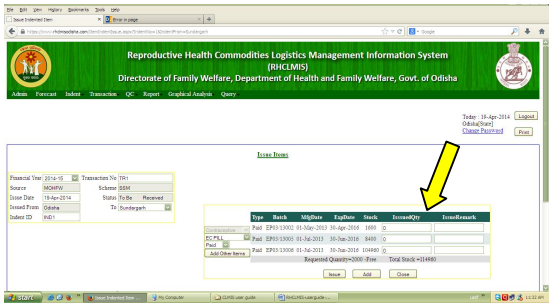
Once you select the type of the item, it will show details of batch wise quantity available in your warehouse of that particular item and type in FEFO manner.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- Enter quantity in the text box you want to transfer against the batch. (may be from one batch or different batches),
- click on add.

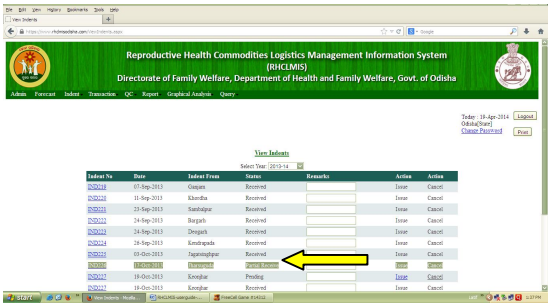
It will show details of items with quantity selected for transfer in a tabular format.

Repeat the same process for other items till you enter the entire items you want to transfer. Then click raise. A message will show “Stock Transferred successfully”.

Mobile message: A message with details of transfer will go to the concerned person’s mobile, to whom supply has been transferred.

Remember! If you are not transferring full quantity of each items or one of the item indented, it will show “Partial Receipt”. And that particular indent will not be closed (in the status), till you transfer the balance quantity or more than that.

Similarly, if you are not transferring all indented items, it will create another indent for the item(s) not transferred with same indent no. and date. The status of indent will show “Pending”, till you transfer the item with quantity indented.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4.4.2.4 Transfer of Additional Item:

If you want to supply other than the indented items along with the indented items:

- Click Add Other Items, (below the item and type)

After click (all items will be activated under item)

☞ Click on item,

Then repeat the same process for transfer against indent, till you enter the entire items you want to transfer.

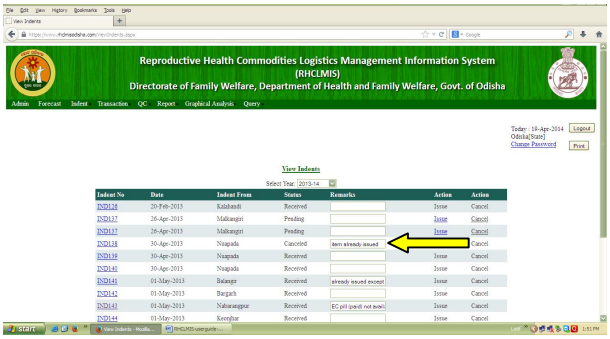
☞ click issue. A message will show “Stock Transferred successfully”.

Mobile message: A message with details of transfer will go to the concerned person’s mobile, to whom supply has been transferred.

4.4.2.5 Cancel Indent:

To cancel any indent,

☞ Click on view indent under Indent menu.


Reproductive Health Commodities Logistics Management Information System
(RHCLMIS)
Directorate of Family Welfare, Department of Health and Family Welfare, Govt. of Odisha
Admin Forecast Indent Transaction QC Report Graphical Analysis Query
View Indents

It will show you the indent no., date, name of the institution raised indent, remarks, status in a tabular format.

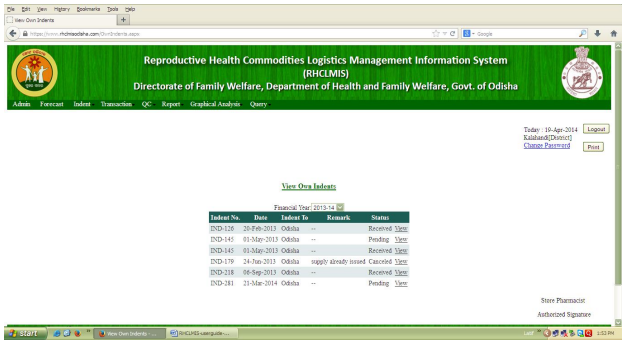
Write the reason for cancellation of indent, and then

☞ Click cancel. A message will show “Once Indent Cancelled”.

Remember! Unless you write the reason for cancellation, it will not be cancelled and it will ask to write the reason.

4.4.2.6 View Own Indent Status:

To view the status of indent raised by you to your upper level: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Directorate of Family Welfare, Department of Health and Family Welfare, Govt. of Odisha
Admin Forecast Indent Transaction QC Report Graphical Analysis Query
View Own Indents
Store Pharmacist
Authorized Signature

☞ click on view own indent status under Indent menu. (State cannot access the option).

It will show you the details of indent no., date, name of the institution raised indent, remarks, status in a tabular format.

In the status, it will show the status of your indent as follows:

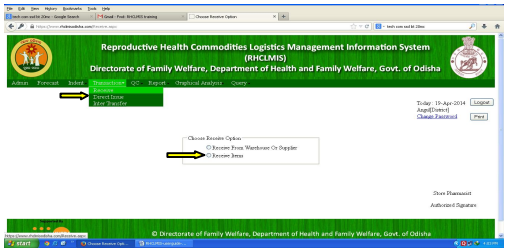
- ✓ **Pending**: No transfer has been mad e against your indent.
- ✓ **Yet to be received**: Transfer has already been made, but you have not received yet.
- ✓ **Partial receipt**: Transfer has already been made, but not in full quantity of each or one of the items indented by you.
- ✓ **Received**: Already received the supplies.

4.4.3 Transaction:

4.4.3.1 Receive:

To receive supplies from your upper level institution/warehouse:

- ☞ Select transaction from menu and
- ☞ click on receive,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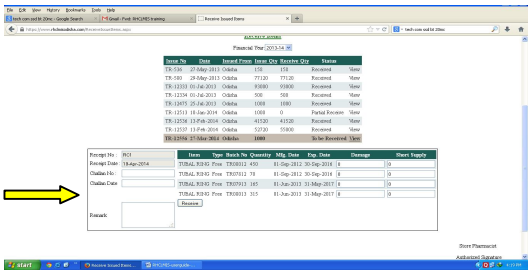
Under receive, it will show (a) receive from warehouse or supplier and (b) receive item,

- ☞ Select receive item

It will show details of previous receipts (if available).



- ☞ Click on view (where status is “To be received”)
- ☞ Enter challan no. and date, and
- ☞ Click on receive (if your quantity and batch details are correct)

If, there is any short supply or damage,

- ☞ Enter the shortage quantity or damage quantity in the text box provided, and
- ☞ Click on receive

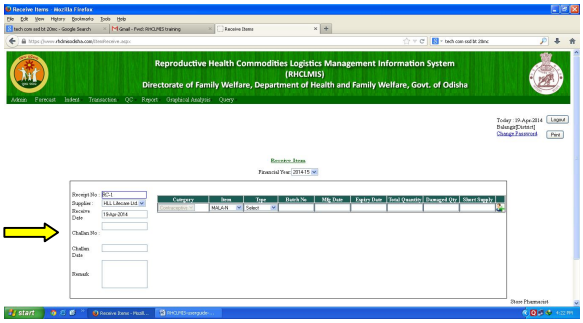
Mobile message: A message with details of receipts will go to the concerned person’s mobile.

Remember! Without challan no. and date, it will not accept.

To receive supplies from supplier or other warehouse (such as Govt. Medical Store Depot (GMSD) of Govt. of India or for entering Opening Balance (ground stock position) (those who are using first time):

- ☞ Select transaction from menu and
- ☞ click on receive,

Under receive, it will show (a) receive from warehouse or supplier and (b) receive item,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- ☞ Select receive from warehouse or supplier
- ☞ Select supplier or warehouse from drop down box
- ☞ Enter challan no. and date
- ☞ Select item name from drop down box

- ☞ Select item type from drop down box
- ☞ Enter batch no, manufacturing date, expiry date and quantity
- ☞ Click on add (message will show “Item Added Successfully”.

Repeat the same process for other items till you enter the entire items you received.

- ☞ click receive. A message will show “Item Successfully Received”.

If, there is any short supply or damage,

- ☞ Enter the shortage quantity or damage quantity in the text box provided, and
- ☞ Click on receive

Mobile message: A message with details of receipts will go to the concerned person’s mobile.

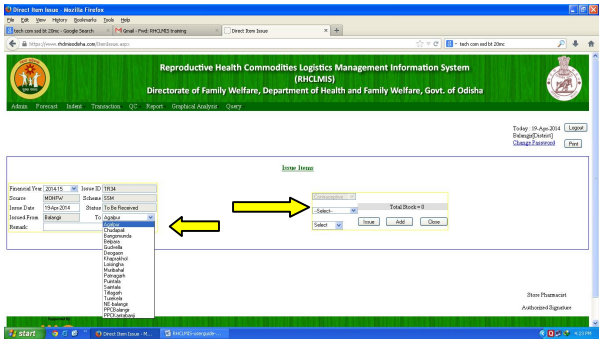
Remember! Receipt No. and date are auto generated, but you can modify the date, as per your requirement.

4.4.3.2 Direct Transfer:

To transfer supplies directly without indent:

- ☞ Select Transaction from menu
- ☞ Select Direct Transfer (transfer page will open in a separate window)

Auto generated transaction no. will show along with date. (you can modify the date as per your requirement)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- ☞ Select institution name from drop down box,
- ☞ Select item from drop down box,
- ☞ Select type (free or paid) from the drop down box.

Once you select the type of the item, it will show details of batch wise quantity available in your warehouse of that particular item and type in FEFO manner.

- ☞ Enter quantity in the text box you want to transfer against the batch. Once you enter total quantity (may be from one batch or different batches),
- ☞ click on add.

After add, it will show details of items with quantity selected for transfer in a tabular format below.

Repeat the same process for other items till you enter the entire items you want to transfer. Then click issue. A message will show “Item Issued Successfully”.

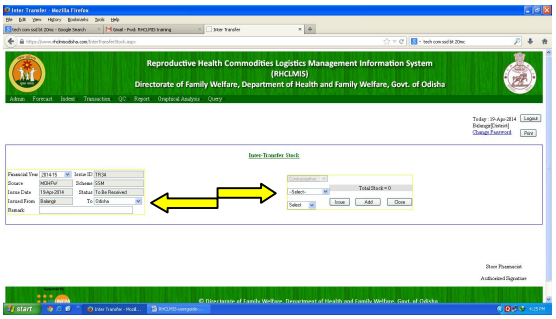
Mobile message: A message with details of transfer will go to the concerned person’s mobile, to whom supply has been transferred.

4.4.3.3 Inter Transfer:

To perform inter transfer of supplies:

- ☞ Select Transaction from menu
- ☞ Select Inter Transfer (transfer page will open in a separate window)

Auto generated transaction no. will show along with date. (you can modify the date as per your requirement)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- ☞ Select institution name from drop down box, (it will only show the same level institution or your upper level institution, such as if you are district user, it will show all 30 districts name and state). No other institution will be shown.

Follow the process as mentioned in Direct Transfer.

Mobile message: A message with details of transfer will go to the concerned person’s mobile, to whom supply has been transferred.

N.B.: For return to the upper level, follow the process of Inter Transfer.

4.4.4 Quality Control (QC):

During procurement of any supplies from the supplier, the sample batch or batches of the particular item is need to be sent to the govt. authorized quality testing laboratories for quality testing. After receipt the quality test report from that laboratory, the supplies are being accepted. This process continues for each and every procurement process.

4.4.4.1 QC Issue:

We need to enter the item name with batch details in QC Issue when sending sample(s) to quality testing laboratories for quality test.

4.4.4.2 QC Receive:

Similarly, sometimes, the testing laboratory also returned some quantity alongwith the quality test report, which needs to be entered under QC Receive.

However, as regards to the contraceptives, neither the State nor the district is authorized to procure. Entire contraceptives are being supplied by the Ministry of Health & Family Welfare, Govt. of India free of cost.

Hence, there is no need to enter any issue or receive under QC.

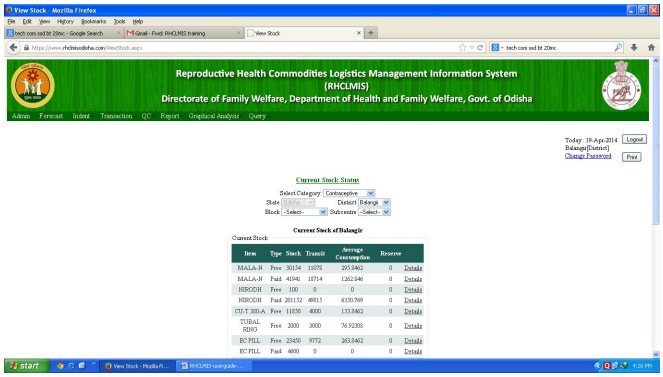
4.4.5 Report:

4.4.5.1 Current Stock:

To see the current stock position:

☞ Select Current Stock under Report menu

It will show you item wise, stock position, quantity in transit, average monthly consumption, reserve quantity (which is reserved for transfer) and details.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Current Stock Status
Current Stock of Balangir

For batch wise details,

☞ click on details

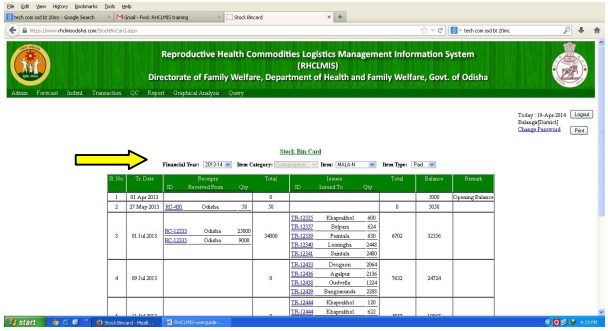
For pipeline stock:

☞ Select District or Block or Sub Center from the drop down box

Remember! It will show you only your pipeline stock, not the entire state. *Example:* If you login as district user, it will only show you the blocks and sub centers of that particular district only, and if you login as block user, it will only show you the sub centers of that particular block only.

4.4.5.2 Stock Bin Card:

Stock bin card is most important record of the warehouse. It keeps details of movement of a particular product (item and date wise) along with opening balance starting from the 1st day of the current financial year to till date you opened or upto the last day of the current financial year. You can also see the records of the previous financial years.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Stock Bin Card

To see the Stock Bin Card:

☞ Select Stock Bin Card under Report menu

☞ Select Item from the drop down box, then select type from the drop down box

It will show you details of that particular item selected, i.e., transaction date, receipt no., receipt from, receipt quantity, total receipt quantity, issue no, issued to, issued quantity, total issued quantity, balance and remarks containing Opening Balance and Closing Balance in a tabular format.

To see the details of that particular item receipt or issue,

☞ Click on transaction no. or receipt no.

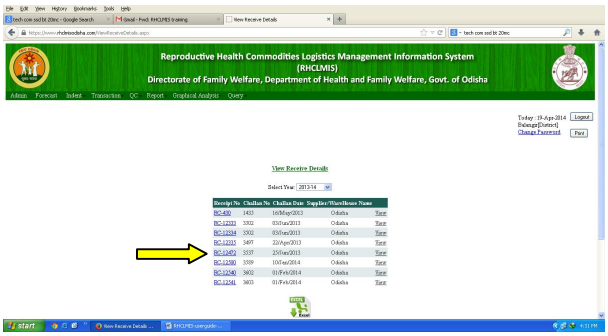
4.4.5.3 Receive Details:

To see details of receipts made by your institution,

☞ Select Receive Details under Report menu

It will show you details of receipts made by your institution during that financial year, i.e., receipt no., challan no., challan date, supplier or warehouse name and view.

If you want to view a particular receipt challan,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View Receive Details

☞ click on the receipt no. (it will show you details of challan of that particular transaction)

If you want to view a particular receipt,

☞ click on the view (it will show you details of item/s along with batch no. manufacturing date, expiry date, total quantity, short supply and damage quantity.

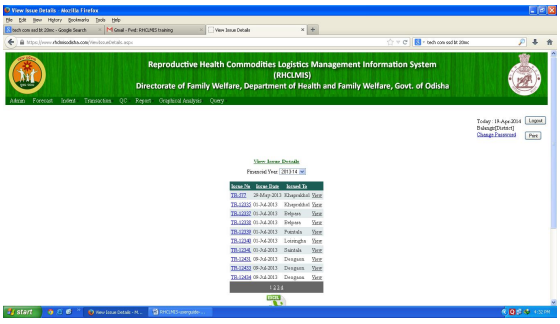
4.4.5.4 Issue Details:

To see details of transfer made by your institution,

☞ Select Issue Details under Report menu

It will show you details of transfers made by your institution during that financial year, i.e., issue no., issue date, issued to and view.

If you want to view a particular issue challan,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☞ click on the issue no. (it will show you details of challan of that particular transaction)

If you want to view a particular issue,

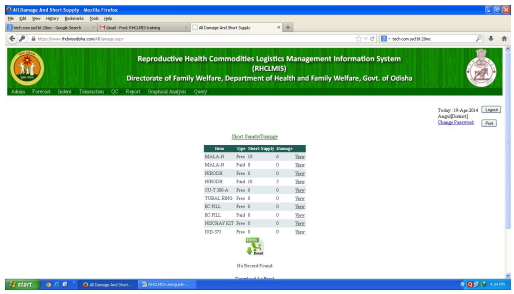
☞ click on the view (it will show you details of item/s along with batch no. manufacturing date, expiry date and status of transaction.

4.4.5.5 Damage/ Short Supply:

To see details of damage or short supply of your institution,

☞ Select Damage/ Short Supply under Report menu

It will show you details of damage or short supply during that financial year, i.e., item, type, short supply, damage and view.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If you want to view details,

☞ click on view (it will show receive details in a tabular format i.e., receipt no. receipt date, supply from, item, type, short supply and damage along with batch no and manufacturing date, expiry date)

4.4.5.6 Freezed Stock:

To see details of freezed stock of your institution,

☞ Select Freezed Stock under Report menu

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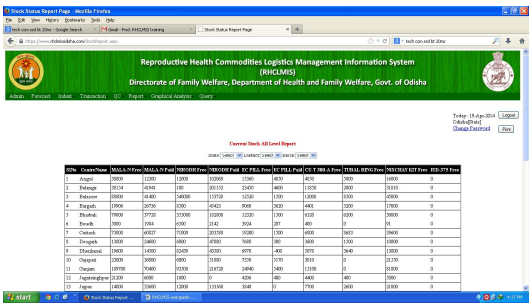
Freezed Stock Report
No Freeze Stock Available

It will show you details of freezed stock position of your institution during that financial year, i.e., item, type, batch no, manufacturing date, expiry date along with the freezed quantity.

4.4.5.7 All Level Stock Summary:

To see the current stock position of all the contraceptives in a tabular format in one page for all the 30 districts or all the blocks under a particular district or all the sub center under a particular block,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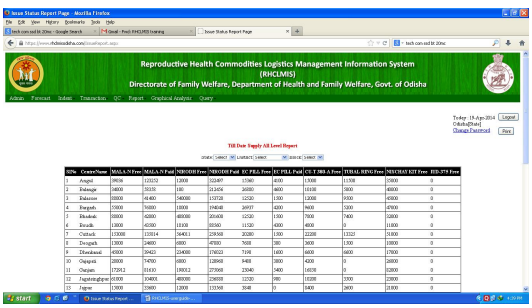
☞ Select Stock Summary (all level) under Report menu

It will show you details of current stock position in a tabular format.

4.4.5.8 All Level Supply Summary:

To see the supply summary of all the contraceptives in a tabular format in one page for all the 30 districts or all the blocks under a particular district or all the sub center under a particular block,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☞ Select Supply Summary (all level) under Report menu

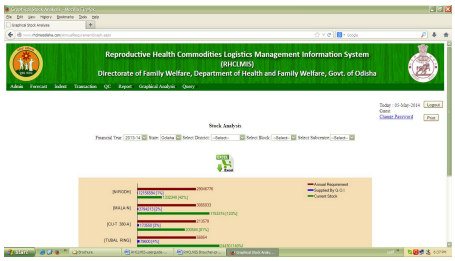
It will show you details of supply made by all the 30 districts or all the blocks of a particular district in one page.

4.4.6 Graphical:

4.4.6.1 Annual Requirement:

To see the graphical report of the supply and stock position against the annual requirement of your institution,

☞ Select Annual Requirement under Graphical Analysis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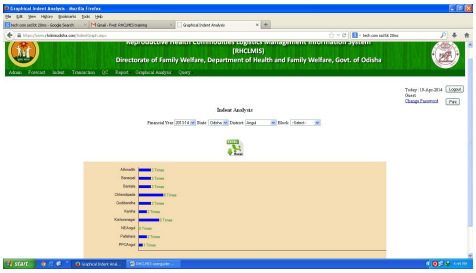
Stock Analysis

It will show you a graphical chart about annual requirement, supplied by your upper level and current stock position in quantity as well as in percentage.

Remember! You can only see your graphical report along with your pipeline report only. Example: If you login as district user, you can only see the graphical report of that particular district along with all blocks of that district and all sub centers of particular block by selecting the block or sub center from the drop down box.

4.4.6.2 Indent Analysis:

To see the graphical report of the indent process of your institution,



☞ Select Indent Analysis under Graphical Analysis

It will show you a graphical chart about times (nos.) of indent submitted by your lower level.

Remember! You can only see your graphical report along with your pipeline report only. Example: If you login as district user, you can only see the graphical report of indent status submitted by the blocks under that particular district and indent submitted by the sub centers to their respective blocks of that particular district by selecting the block from the drop down box.

4.4.6.3 Supply Analysis:

To see the graphical report of the supply status against the indent raised of your institution,

☞ Select Supply Analysis under Graphical Analysis

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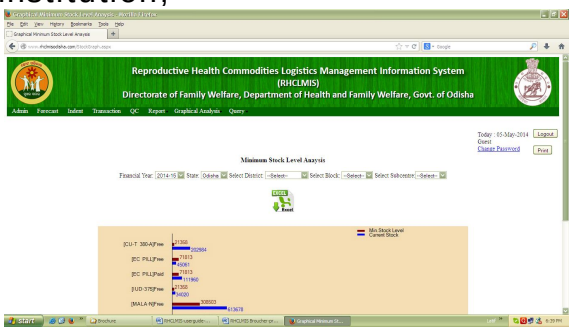
Supply Analysis

It will show you a graphical chart about the status of supply made against the indent received from the below level in total quantity in a particular period.

Remember! You can only see your graphical report along with your pipeline report only.

4.4.6.4 Minimum Stock Level Analysis:

To see the graphical report of the status of minimum stock level along with the current stock position of your institution,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Minimum Stock Level Analysis

☞ Select Minimum Stock Level Analysis under Graphical Analysis

It will show you a graphical chart about the status of minimum stock level and current stock position.

Remember! You can only see your graphical report along with your pipeline report only.

4.4.7 Query:

4.4.7.1 Batch Search:

To track availability of a particular batch of an item at different warehouses or stores,

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Search Batch Issue Details
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☞ Click on Batch Search under Query

☞ Select Item name from the drop down box, then

☞ Type the batch no. you want to search

It will show you details of availability of that particular batch at different warehouses or store in a tabular format i.e., center type, item, type, stock quantity and transit quantity.

4.4.7.2 Challan Search:

To search a particular challan (issue or receipt),

☞ Click on Challan Search under Query

☞ Type challan no. and click on search challan details

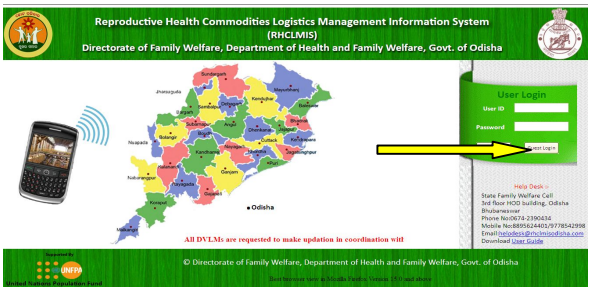
It will show you details of that particular challan in a tabular format, i.e., supplied from, received by, date, item, type and quantity.

4.5 Guest or Public Domain:

Any public can access to see the current stock position of contraceptives available at different warehouses including reporting part and graphical analysis of entire state.

To access the report part or the graphical analysis,

☞ Click the Guest under login on the home page of the RHCLMIS


Reproductive Health Commodities Logistics Management Information System
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Directorate of Family Welfare, Department of Health and Family Welfare, Govt. of Odisha
User Login
User ID
Password
Odisha
All DVLMs are requested to make updation in coordination wid
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It will show a message, that "You are only authorized to see the report". That means, only report option of the menu will be activated, all other options of the menu will be inactivate.

N.B.: To see the different reports, please follow the process mentioned under Report.

N.B.: To see the graphical analysis, please follow the process mentioned under Graphical Analysis.

4.6 Print:

All reports including issue challan, receipt challan and graphical reports can be printed by click the print option given on the upper right corner of the respective page or by pressing ctrl+P.

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